consent2go
PARENT'S GUIDE TO PERMISSIONS

What are Permissions?

Permissions are used to collect up to date and accurate consent from parents/guardians relating to school specific queries.

For example, a school may wish to ask parents/guardians if they give consent for their student to partake in an activity or read a novel as part of the curriculum.
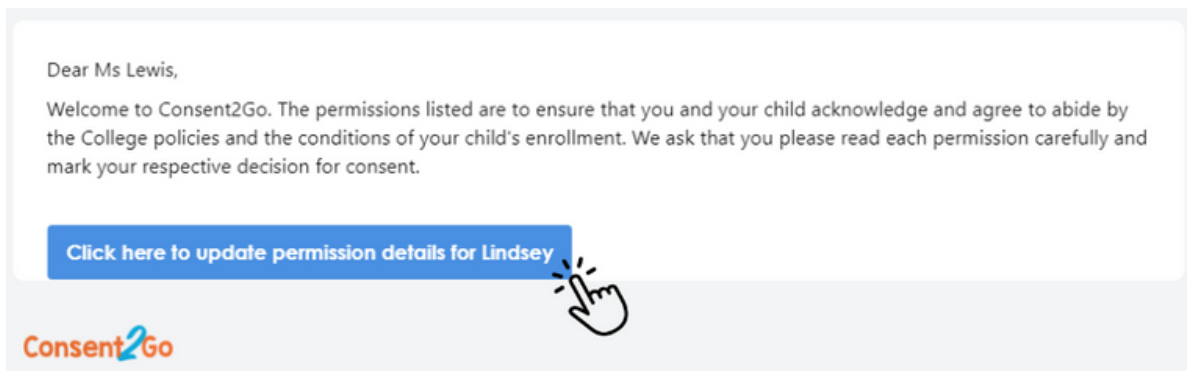
This guide will walk you through the steps to completing the Consent2Go Permission Update when requested by your school.

Please Note: The screenshots used in this guide are an example only, and do not contain real student or school information.
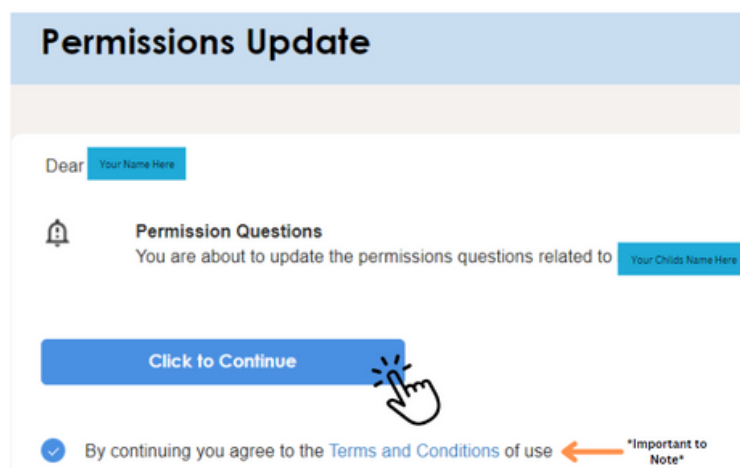
How to complete a Permission Update:

Step 1:
You will receive an email via Consent2Go to notify you that you have pending permission updates. Select the button to begin the process:

Dear Ms Lewis,

Welcome to Consent2Go. The permissions listed are to ensure that you and your child acknowledge and agree to abide by the College policies and the conditions of your child's enrollment. We ask that you please read each permission carefully and mark your respective decision for consent.

Click here to update permission details for Lindsey

Consent2Go

Please note, the above is an example and does not contain real school information.
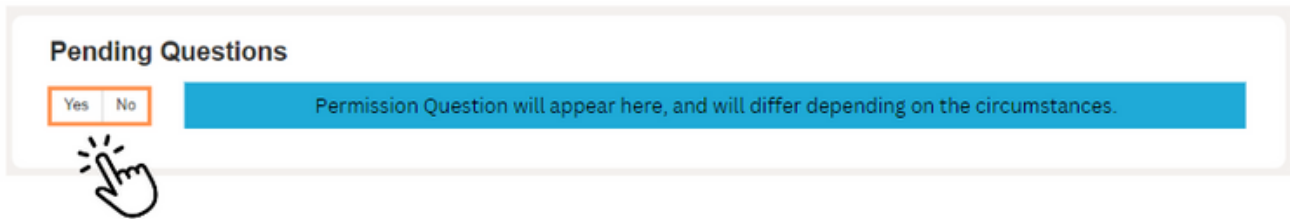
Step 2:
This will open the link for you to begin, 'Click to Continue':

Permissions Update

Dear [Your Name Here]

🔔 **Permission Questions**
You are about to update the permissions questions related to [Your Childs Name Here]

Click to Continue

✓ By continuing you agree to the Terms and Conditions of use ← *Important to Note*

Step 3:
Review each question carefully, and mark your response by selecting either 'Yes' or 'No'.

Pending Questions

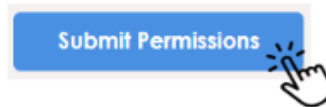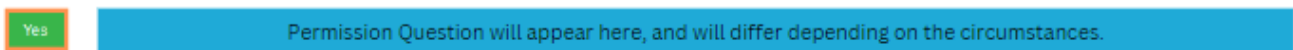| Yes | No | Permission Question will appear here, and will differ depending on the circumstances. |

Step 4:
Once you are satisfied with your answers, select 'Submit Permissions'. This will send your answers to the school, and you will receive a confirmation email stating this has been done.

Submit Permissions

Important Notes:

- If you have previously submitted answers to permissions, these will appear under the 'Pending Questions'. You can review these answers, but please note, if you wish to change your response you will have to contact the school directly.
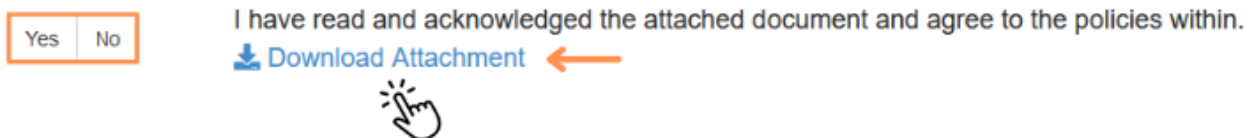
Previous Responses ⊗

| Yes | Permission Question will appear here, and will differ depending on the circumstances. |

- If the permission requires you to read a document for more information, there will be an option to 'Download Attachment'. It's important that you review this section if it appears to ensure you have all the information required to give consent.

| Yes | No | I have read and acknowledged the attached document and agree to the policies within. |
| | | ⬇ Download Attachment ⟵ |

I cannot complete the Permission Update, what do I do?
If you are having troubles completing an update, you can contact the school directly, or our friendly support staff via email: support@consent2go.com